

**NOTICE
REQUEST FOR APPLICATIONS
Request for
Statement of Qualifications
for Professional Services
For Community Revitalization Project**

The City and County of Honolulu, through its Department of Community Services ("Department"), is seeking to develop a list of qualified professionals who can provide support and assistance to the Department's Community Revitalization Program (CRP). The CRP assists community based organizations and other private nonprofit organizations in the development of commercially-viable and self-sustaining economic development initiatives that are focused on revitalizing distressed communities and benefit low to moderate income families.

Scope of work may include assistance with project identification, feasibility analyses, development of marketing strategies, and general business plan development.

Other areas of expertise being sought include knowledge of federal underwriting guidelines to support economic development programs that may be eligible for funding through the U.S. Department of Housing and Urban Development, such as Brownfields Economic Development Initiative (BEDI), Community Development Block Grant (CDBG), Economic Development Initiative (EDI), and Section 108 Loan Guarantee Program; Economic Development Administration (EDA), such as Public Works Grants and Comprehensive Economic Development Strategy Implementation programs; and Environmental Protection Agency's Brownfields Programs.

Individuals or companies interested in being considered for placement on this list should submit a letter of interest, together with three (3) copies of a Statement of Qualifications (SOQ), and relevant experiences in community based economic development endeavors, in particular, projects that target economically distressed populations and/or communities. These submissions shall not exceed ten (10) pages in total and may be submitted **by 4:30 p.m. Friday September 29, 2006** to:

Mr. Paul Kobata
Department of Community Services
715 South King Street, Suite 311
Honolulu, Hawaii 96813

Attn: Office of Special Projects – Community Revitalization Program

The SOQ should include information and/or declaration for each of the following criteria categories:

- (1) The name of the firm or person, the principal place of business, and locations of all its offices;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) The education, training, and qualifications of key members of the project team;
- (4) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
- (5) Any promotional or descriptive literature which the applicant desires to submit;
- (6) Conflict of interest in performing services for the City and County of Honolulu;
- (7) Qualifications for small business enterprise, minority firm, women's business enterprise or disadvantage business enterprise;
- (8) Examples of similar work the team or firm has completed within the past five years, including dates;
- (9) Capacity to perform the work within the specified time limitations. A listing of all projects under contract with the City and County of Honolulu shall also be submitted to address this category. This listing shall include the name of the project, total contract cost, percent completed and estimated date of completion.

Any questions regarding this project may be directed to Mr. Paul Kobata at (808) 592-8632



MARY PAT WATERHOUSE, Director *2010*
Department of Budget and Fiscal Services
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

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